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12/9/49

MEMORANDUM FOR: Management Officer  
Each Assistant Director and Staff Chief  
Budget Officer  
Personnel Officer  
Services Officer

16 Sept. 1949  
(See chrono for final)  
Executive Registry  
0-6319

SUBJECT: Organizational Changes

1. In those cases where the Assistant Director or Staff Chief concerned and the Management Officer each concur in writing, authority is hereby delegated to the Management Officer to take final action and sign such action for the Executive to effect organizational changes listed below:

a. Changes in grades within currently approved T/O's when recommended by the Personnel Officer as the result of classification audit and concurred in by the Budget Officer, provided that no grade shall thereby be established above P-5 or CAF-12.

b. Transfer of currently authorized positions below P-7 or CAF-14 between organizational sub-units of Offices or CIA Staff Units, provided that no change in grades or overall number of positions established for the Office or Staff Unit concerned shall thereby be effected.

c. Appropriate title changes in organizational sub-units of Offices or CIA Staff Units.

d. Changes in designation of position titles.

e. Elimination of any established position without corresponding increase elsewhere.

2. This authority will be exercised only when there is full and complete agreement as indicated in paragraph 1 above. Cases involving any degree of disagreement will be referred to the Executive for resolution.

3. A summary of changes effected under authority granted above will be included in the monthly report of Management Office activities.

C.L.W.